

SECRET

13 September 1963

MEMORANDUM FOR:

SUBJECT: Procedure for Handling NPIC Requirements

1. The proper procedures for handling requirements from external components must be strictly adhered to by all Center activities in order to achieve the orderly acceptance of requirements, maintenance of production schedules, and the general observance of duly established priorities. For this reason, the following policy pertaining to the levying of requirements for services and support upon NPIC is to be brought to the attention of members of your Staff or Division to ensure understanding and compliance.

2. The policy regarding the levying of requirements upon the Center originated with the NPIC Advisory Committee whereby it was established that incoming requirements normally were to be sent to the Center through the regular departmental channels of the initiating service or agency. In the case of "joint" or USIB committees, the service or agency represented by the chairman of the committee will be the agent for the initiation and processing of requirements. Accordingly the following in-house components service the organizations indicated:

CIA/PID - CIA, State, GMAIC, JAEIC, and SIC


DIA Detachment/NPIC - All DOD components except Army and NSA

Army SPAD - Army

NSA/LO - NSA

3. All NPIC components are directed not to accept requests for support or services directly from external activities. Requesters are to be referred to the appropriate organization listed above which have the requirements processing responsibility. Should there be any cases in which there is doubt as to the proper channel, the requester should be referred to the Assistant for Operations.

4. This policy will be formally set forth upon issuance of the appropriate NPIC regulatory material which is now undergoing revision.

  
Executive Director, NPIC

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